

HUMAN RESOURCES DEPARTMENT
San Luis Obispo County

CHIEF WASTE WATER TREATMENT PLANT OPERATOR

DEFINITION:

Under general direction, the Chief Waste Water Treatment Plant Operator is "Chief Plant Operator" as defined by the State Water Resources Control Board (SWRCB) (Title 23 of the California Code of Regulations); is responsible for the Los Osos Water Recycling Facility plant operation, maintenance, and water quality compliance; provides operational oversight and systems operations/performance recommendations for waste water treatment plant operations and treated waste water disposal systems per the SWRCB Title 23 of the California Code of Regulations; supervises and evaluates the performance of assigned staff and may perform other related duties as required. This position provides operational oversight and performs control activities affecting the quality and quantity of discharged waste water for discharge systems. Incumbents may work in one or more of the following areas: (a) waste water treatment operations, and/or (b) waste water storage operations, force main, and systems to ensure regulatory discharge and/or reclaimed water discharge requirements are met.

REPRESENTATIVE DUTIES:

(Not in order of importance)

- Operates pumps, motors, valves, gates, meters and instrumentation/computer equipment to maintain treatment of waste water in assigned plants and discharged through treated waste water discharge systems in compliance with operating permit requirements and other Federal and State laws and regulations
- Uses a wide variety of hand and power tools and appropriate safety equipment in performing system operation, maintenance and repair work
- Maintains facilities, grounds and equipment
- Records facility operations and waste water treatment and discharge data for operations and reporting
- Plans, organizes, and directs the work of subordinate staff in the operation of waste water treatment plant, waste water collection system sampling, and discharge system control, monitoring, operations and maintenance
- Supervises and evaluates the performance of assigned staff; interviews and recommends appointments, transfers, reassignments, terminations and disciplinary actions; coordinates staff work assignments and reviews work to ensure accuracy, completeness, and compliance with established standards, requirements and procedures
- Schedules labor, equipment and materials to meet operational needs; reports to supervisors on work in progress; seeks advice from, and closely interacts with water quality and other Departmental staff

- Writes reports, keeps records, establishes maintenance schedules; assists in annual budget preparation; provides information, as requested, to various other departmental staff
- Prepares and submits departmental and local reports; prepares, reviews and submits State reports in conformance with State requirements
- Collects waste water samples for laboratory and field water quality analysis; performs simple physical and chemical water quality analysis and performs jar tests
- Maintains timely communication with the Utilities Division Manager; Water Quality Manager; Water Systems Superintendent; his/her immediate supervisor and the applicable Federal, State and local agencies; maintains professional relationships both in supervisory role and in dealing with the public
- May attend and present information at citizen's advisory group and commission meetings relating to County Utilities Division program
- May be subject to formal standby duty or around-the-clock operations as situations warrant

EMPLOYMENT STANDARDS:

Knowledge of:

- Basic mathematics; general mechanical concepts
- Principles, methods, materials, and equipment used in the operation and maintenance of waste water treatment operations and discharge through irrigation and recharge systems
- Basic mechanical and electrical characteristics of pumps, motors, valves, control panels, Supervisory Control and Data Acquisition (SCADA) systems, and other water measuring devices
- Applicable Federal and State laws, regulations, County codes, ordinances, departmental policies pertinent to waste water treatment plant operations, waste water collection systems, and waste water irrigation and recharge systems
- Applicable safety rules of waste water treatment plant
- State and Federal regulations for confined space
- Chemical processes which occur in waste water collection system operations, treatment operations, and discharge through waste water irrigation and recharge systems
- Physical, chemical and bacteriological tests as related to waste water treatment plant and collection system operations and waste water discharge systems

- Principles and practices of supervision and training
- County and departmental purchasing and budgeting procedures
- Current computer applications and office equipment

Ability to:

- Independently operate and maintain one or more waste water treatment plants; provide recommendations for optimal effective and efficient collection, waste water irrigation and recharge system operations
- Understand and comply with all applicable Federal and State regulations, County codes and ordinances and departmental policies pertinent to the operation of a waste water treatment plant and waste water collection, waste water irrigation and recharge systems and appropriately interact with Federal and State agencies when required
- Perform tasks which may involve moderate to heavy physical labor or exertion and/or hazardous working conditions
- Operate and maintain a wide variety of hand power tools used in waste water treatment plant operations and waste water irrigation and recharge systems
- Perform routine and specialized laboratory tests and sampling, analyze results and take effective corrective action when necessary
- Keep logs, records and charts
- Operate standard office equipment including a computer and assigned software
- Follow oral and written instructions
- Write reports; communicate effectively both orally and in writing with County staff and members of the public, community organizations and elected officials
- Establish and maintain effective working relationships; work cooperatively with others; cultivate and maintain positive working relationships with members of the public and community organizations, business and environmental leaders, County staff and representatives of other governmental agencies
- Supervise and evaluate the performance of assigned staff
- Perform assigned tasks in a safe manner
- Maintain a safe working environment

EDUCATION AND EXPERIENCE:

Graduation from high school or General Educational Development certificate (GED) AND: Three years of progressively responsible experience in the operation of a waste water treatment plant.

LICENSES AND CERTIFICATES:

Possession of a valid SWRCB Grade 4 certification (Title 23 of the California Code of Regulations) or higher at time of application is required. Sustained certification, including any required continuing education units, is mandatory for continued employment. Failure to maintain the required certification will result in removal from the position.

A valid Class "C" driver's license is required at the time of application. A valid Class "C" CALIFORNIA Driver's License is required at the time of appointment and must be maintained throughout employment.

OTHER CONDITIONS OF EMPLOYMENT:

Must be willing and able to work alternating shifts and weekend work to provide coverage after normal workday or for irregular and on-call emergency requests on nights, weekends, and holidays.

May be subject to formal standby or around-the-clock operations as situations warrant.

Must keep hair and any facial hair consistent with the ability to ensure proper use of safety equipment.

This class specification generally describes the duties and responsibilities characteristic of the position(s) within this class. The duties of a particular position within a multi-position class may vary from the duties of other positions within the class. Accordingly, the essential functions of a particular position (whether it be a multi-position class or a single-position class) will be identified and used by medical examiners and hiring authorities in the selection process. If you have any questions regarding the duties or the working conditions of the position, please contact the Human Resources Department at (805) 781-5959.

Adopted: July 23, 2014

BOS Approved: October 21, 2014